

## Manual Balance Transfer Screen

When working with reimbursable agreements, it is possible for work to be completed without using the full order authority and/or advance. The customer may then instruct NOAA to transfer the unused funds to another agreement/order that the customer has placed with the Bureau. It is also possible that the order authority and/or advance balances may have been received for one LO and project doing the work but it is determined that another LO and/or project will participate in the work effort and a portion of the order/advance balance must be assigned to that LO and/or project. In addition, obligations remaining in prior fund code fiscal years sometimes accrue for more than expected and available funds need to be transferred back to cover the full amount of these accruals. The Manual Balance Transfer Screen (RADG009) was developed to eliminate the detailed set of manual steps that was required to transfer these available balances.

### Manual Balance Transfer Screen (RADG009)

The Manual Balance Transfer Screen serves two purposes:

1. Manual Transfer – This allows the user to move all or a portion of the available order and advance balance between fund code fiscal years, from one reimbursable agreement to another agreement with the same customer, or from one LO and/or project to another LO and/or project under the same agreement. The Finance Office can use this option throughout the year, as necessary, to adjust unfilled customer order balances.
  - a. This option includes the system capability to calculate the current available order and advance balances for the user as follows:
    - i. Current Available Order Balance equals  
Previous order balance (net of unreleased costs)  
+ New orders + new order transfers  
- New manual WIP bills  
- New WIP bill cancellations and credit memos (negative amounts)  
+ New order refunds – new order refund cancellations
    - ii. Current Available Advance Balance equals  
Previous advance balance (net of unreleased costs)  
+ New advance receipts (net of advances applied) + new advance transfers  
+ New manual WIP bills  
+ New WIP bill cancellations and credit memos (negative amounts)  
+ New advance refunds + new advance refund cancellations

2. Carryover Transfer – This screen is also used by the automated carryover process to record system generated records that move the available order and/or advance balance from one fund code fiscal year to the new fund code fiscal year based on the period of performance of the reimbursable agreement. This is a batch process run by Bureau and Fund Code. This process is run and approved only once a year by the Finance Office.

Under both options, the approved screens create the necessary Unfilled Customer Order (RADG003) modifications for the order transfer and the Unbilled Collection Records (AR009), including the AR006 and AR007, for the advance transfer.

In order to use the RADG009 for manual transfers, the following three conditions must be met:

- (1) Agreements must be within the same fund code.
- (2) The Unfilled Customer Order must already be established in the system.
- (3) The projects must be supported by reimbursable agreements entered on RADG002 (not RSFF projects).

The ***Line Office*** is still responsible for obtaining any necessary reimbursable agreement modifications to allow for the transfer of funds and updating the records on RADG002. The ***Finance Office*** is responsible for using the RADG009 screen to expedite the transfer of order and advance balances.

### **Detailed Explanation of Manual Balance Transfer Screen**

The RADG009 is located in the **Transactions** section of the RA Module and a copy of the screen is displayed below:

The fields in the **Control Block** of this screen are defined as follows:

<u>Field Name</u>	<u>Definition</u>
<b><i>Bureau Code</i></b>	This field displays the bureau code as defined on the GL004 Bureau Code screen.
<b><i>Name</i></b>	This field displays the name associated with the Bureau Code.
<b><i>Trans No</i></b>	This field displays the system generated number that uniquely identifies this transaction.
<b><i>Fund Code</i></b>	This field displays the fund code.
<b><i>Title</i></b>	This field displays the title associated with the Fund Code.
<b><i>Trans Date</i></b>	This field displays the date on which the transaction is approved.
<b><i>Customer Number</i></b>	This field displays the Customer Number.
<b><i>Name</i></b>	This field displays the name associated with the Customer Number.
<b><i>GL End Date</i></b>	This field displays the ending date of the GL period in which the transaction is posted.
<b><i>Order Transfer Amount</i></b>	This field displays the amount of UCO balance to be transferred.
<b><i>Advance Transfer Amount</i></b>	This field displays the amount of advance balance to be transferred.
<b><i>Transfer Type</i></b>	This field displays the system generated entry type of MANUAL (for an entry keyed in by a user) or CARRYOVER (for a system generated entry from the carryover process).

<u>Field Name</u>	<u>Definition</u>
<i>Carryover Batch No.</i>	This field displays the carryover batch number if this transaction was generated by the carryover process.

The fields on the **Document Tab** of this screen are defined as follows:

<u>Field Name</u>	<u>Definition</u>
<i>RA No. From</i>	This field displays the RA/Contract Number from which the order/advance amount is to be transferred.
<i>RA No. To</i>	This field displays the RA/Contract Number to which the order/advance amount is to be transferred.
<i>Mod No. From</i>	This field displays the latest modification number of the RA/Contract Number from which the order/advance amount is to be transferred.
<i>Mod No. To</i>	This field displays the latest modification number of the RA/Contract Number to which the order/advance amount is to be transferred.
<i>Cust Order No. From</i>	This field displays the Unfilled Customer Order Number from which the order/advance amount is to be transferred.
<i>Cust Order No. To</i>	This field displays the Unfilled Customer Order Number to which the order/advance amount is to be transferred.
<i>FCFY From</i>	This field displays the FCFY of the Unfilled Customer Order from which the order/advance amount is to be transferred.
<i>FCFY To</i>	This field displays the FCFY of the Unfilled Customer Order to which the order/advance amount is to be transferred.
<i>Customer Contact No. From</i>	This field displays the Customer Contact Number on the RA/Contract from which the order/advance amount is to be transferred.
<i>Customer Contact No. To</i>	This field displays the Customer Contact Number on the RA/Contract to which the order/advance amount is to be transferred.
<i>Posted Receivable No. From</i>	This field displays the receivable number associated with the negative AR009 transaction that reduces the advance balance on the reimbursable agreement/UCO from which the advance is transferred.
<i>Posted Receivable No. To</i>	This field displays the receivable number associated with the positive AR009 transaction that increases the advance balance on the reimbursable agreement/UCO to which the advance is transferred.
<i>Calculate Balance Button</i>	This button is used to initiate the system calculation of available order and/or available advance From balances which are then displayed on the next two tabs of the screen. Once the balance is calculated, changes are not allowed to the control block or document tab.

The three fields at the bottom of the screen relate to approval of the RADG009 record and are defined as follows:

	<u>Field Name</u>	<u>Definition</u>
<i>Approval</i>		This field displays the status of the record. If checked, the record has been approved. If unchecked, the record is unapproved.
<i>By</i>		This field displays the user name of the person who approved the MANUAL transaction or the person who approved the carryover batch for a CARRYOVER transaction.
<i>Date</i>		This field displays the system date on which the manual record was approved or the carryover batch was approved.

The **Order Tab** is displayed below:

The fields on the **Order Tab** are defined as follows:

	<u>Field Name</u>	<u>Definition</u>
<i>From</i>		
<i>Project No.</i>		This field displays the existing project number on the unfilled customer order from which the order amount is to be transferred.
<i>Task</i>		This field displays the existing project task number on the unfilled customer order from which the order amount is to be transferred.
<i>Organization Codes</i>		This field displays the full organization code of the project on the unfilled customer order from which the order

<u>Field Name</u>	<u>Definition</u>
<i>Order Balance</i>	amount is to be transferred. This field displays the system calculated unfilled customer order balance on the order from which the order amount is to be transferred.
<i>Transfer Amount</i>	This field displays the amount of the order balance to be transferred.
<i>Totals</i>	This field displays the sum of the Order Balance and Transfer Amount lines, respectively.
<i>To Project No.</i>	This field displays the existing project number on the unfilled customer order to which the order amount is to be transferred.
<i>Task</i>	This field displays the existing project task number on the unfilled customer order to which the order amount is to be transferred.
<i>Organization Codes</i>	This field displays the full organization code of the project on the unfilled customer order to which the order amount is to be transferred.
<i>Transfer Amount</i>	This field displays the amount of the order balance to be transferred.
<i>Totals</i>	This field displays the sum of the Transfer Amount lines.

The **Order Tab** also has an ACCS button to view the full ACCS or for creating a new ACCS by means of the AR ACCS Code Entry Screen (AR090) shown below:

U.S. DEPARTMENT OF COMMERCE (OPS\$KATBRU01@RATEST.WORLD - Oracle Forms V6)

Window

Manual Balance Transfer (RADG009 VER-2.13.0.1)

**Manual Balance Transfer**

Bureau Code: 14 Name: NOAA Trans No: 427  
Fund Code: 06 Title: ADVANCES - MULTI OR NO YEAR REIMBURSAB Trans Date: 02-NOV-2005  
Customer No: 2716 Name: ASIAA-HAWAII GL End Date: 30-NOV-2005  
Order Transfer Amount: 26835.39 Advance Transfer Amount: 2385.39

Trans: AR ACCS Code Entry Screen (AR090 VER-2.2.0.0)

**ACCS Codes**

Bureau	Project	Task	Fund	Program	Organization	Object Class	UDF
14	3BR1MZE	PRL	06	03 01 07 000	50 00 0000 00 00 00 00	03 01 00 00	000000

Name: ASIAA UNIV HAWAII MLO

OK Cancel

Totals: 2,385.39

Record: 1/1 List of Values <OSC> <DBG>

start Inbox for k... U.S. DEPA... Manual Bal... http://play... 3:53 PM

Refer to Chapter 2 of the Reimbursable Agreements User Guide for a detailed discussion of the ACCS.

The **Advance Tab** is displayed below:

U.S. DEPARTMENT OF COMMERCE (OPS\$KATBRU01@RATEST.WORLD - Oracle Forms V6)

Action Edit Favorites Application Help Window

Manual Balance Transfer (RADG009 VER-2.13.0.1)

**Manual Balance Transfer**

Bureau Code 14 Name NOAA Trans No 427  
Fund Code 06 Title ADVANCES - MULTI OR NO YEAR REIMBURSAB Trans Date 02-NOV-2005  
Customer No 2716 Name ASIAA-HAWII GL End Date 30-NOV-2005  
Order Transfer Amount 26835.39 Advance Transfer Amount 2385.39  
Transfer Type CARRYOVER Carryover Batch No 2

Document Order **Advance**

From	Project No	Task	Organization	Codes	Advance Balance	Transfer Amount	
	3BR1MZE	PRL 50	00 0000 00 00 00	2,385.39	2,385.39	ACCS	
						ACCS	
						ACCS	
Totals				2,385.39	2,385.39		
To	3BR1MZE	PRL 50	00 0000 00 00 00		2,385.39	ACCS	
						ACCS	
						ACCS	
Totals					2,385.39		

The transfer advance amount for the 'transfer from' advance for this ACCS. (Optional)  
Record: 1/1 <OSC> <DBG>

The fields on the **Advance Tab** are defined as follows:

<u>Field Name</u>	<u>Definition</u>
<b>From</b>	
<b>Project No.</b>	This field displays the existing project number on the unfilled customer order from which the advance amount is to be transferred.
<b>Task</b>	This field displays the existing project task number on the unfilled customer order from which the advance amount is to be transferred.
<b>Organization Codes</b>	This field displays the full organization code of the project on the unfilled customer order from which the advance amount is to be transferred.
<b>Advance Balance</b>	This field displays the system calculated advance balance associated with the unfilled customer order from which the advance amount is to be transferred.
<b>Transfer Amount</b>	This field displays the amount of the advance to be transferred.
<b>Totals</b>	This field displays the sum of the Advance Balance and Transfer Amount lines, respectively.
<b>To</b>	
<b>Project No.</b>	This field displays the existing project number on the unfilled customer order to which the advance amount is to be transferred.



<b><u>Field Name</u></b>	<b><u>Definition</u></b>
<b>Task</b>	This field displays the existing project task number on the unfilled customer order to which the advance amount is to be transferred.
<b>Organization Codes</b>	This field displays the full organization code of the project on the unfilled customer order to which the advance amount is to be transferred.
<b>Transfer Amount</b>	This field displays the amount of the advance balance to be transferred.
<b>Totals</b>	This field displays the sum of the Transfer Amount lines.

The **Advance Tab** also has an ACCS button which displays the AR ACCS Code Entry Screen (AR090) that was illustrated in the **Order Tab** section above. Refer to Chapter 2 of the Reimbursable Agreements User Guide for a detailed discussion of the ACCS.

### **Transferring an Unused Order Balance Between Different Fiscal Years on the Same Reimbursable Agreement**

On occasion, accruals are posted to a prior fund code fiscal year that is within the reimbursable agreement period of performance but where there is an insufficient unfilled customer order balance to cover the accrual. The Finance Office routinely transfers funding between the fund code fiscal years to cover these accruals. The RADG009 screen allows the staff to reduce and increase the two unfilled customer orders in one step. For advance funds, the RADG009 also creates the AR009 records to transfer the collection between the two fund code fiscal years.

#### **Non-advance Fund Codes:**

1. **Finance** verifies that the reimbursable agreement covers both fund code fiscal years.
2. **Finance** verifies that an unfilled customer order already exists for both fund code fiscal years.
3. **Finance** follows these steps to complete the RADG009 screen to transfer the unfilled customer order amount:

<b><i>Step</i></b>	<b><i>Action</i></b>
<b>1</b>	Select the <b>Manual Balance Transfer Screen (RADG009)</b> from the <i>Navigator Menu</i> .
<b>2</b>	Click in the <b>Bureau Code</b> field and enter the bureau code, or double click for the LOV and select the appropriate bureau code.
<b>3</b>	Click in the <b>Fund Code</b> field and enter the fund code, or double click for the LOV and select the appropriate fund code.
<b>4</b>	Click in the <b>Customer No</b> field and enter the customer number, or double click for the LOV and select the appropriate customer number.
<b>5</b>	Click in the <b>GL End Date</b> field and enter the GL end date, or double click for the LOV and select the appropriate GL end date.
<b>6</b>	Click in the <b>Order Transfer Amount</b> field and enter the dollar amount to be transferred. Always enter the dollar amount as a positive number.

<i>Step</i>	<i>Action</i>
<b>7</b>	Do not enter an amount in the <b>Advance Transfer Amount</b> field for non-advance funds.
<b>8</b>	The <b>Transfer Type</b> field is system filled with MANUAL upon entering the screen.
<b>9</b>	The <b>Carryover Batch No</b> field is not available for use with manual transfers.
<b>10</b>	Click on the <b>Document Tab</b> .
<b>11</b>	Click in the <b>RA No From</b> field and enter the reimbursable agreement, or double click for the LOV and select the appropriate reimbursable agreement number.
<b>12</b>	Click in the <b>Mod No From</b> field and enter the latest modification number for the reimbursable agreement entered above, or double click for the LOV and select the appropriate modification number.
<b>13</b>	Click in the <b>Cust Order No From</b> field and enter the unfilled customer order number from which the funds are to be transferred, or double click for the LOV and select the appropriate unfilled customer order number.
<b>14</b>	After the unfilled customer order number is entered, the <b>FCFY</b> and <b>Customer Contact No From</b> fields are system filled with the data from the unfilled customer order and cannot be changed.
<b>15</b>	Click in the <b>RA No To</b> field and enter the same reimbursable agreement number used in the <b>FROM</b> field, or double click for the LOV and select the appropriate reimbursable agreement number.
<b>16</b>	Click in the <b>Cust Order No To</b> field and enter the unfilled customer order number to which the funds are to be transferred, or double click for the LOV and select the appropriate unfilled customer order number.
<b>17</b>	After the unfilled customer order number is entered, the <b>FCFY</b> and <b>Customer Contact No To</b> fields are system filled with the data from the unfilled customer order and cannot be changed.
<b>18</b>	Click on the <b>Calculate</b> button. ( <i>The amount of time required to execute this process will depend on the amount of system resources available at that time.</i> ) After the process is complete, a Trans No is assigned to the record and the Order Tab is available for selection.
<b>19</b>	Click on the <b>Order</b> tab. The system will display the project(s) from the selected unfilled customer orders and the corresponding balances (both From and To).
<b>20</b>	Click on the <b>Transfer Amount</b> field for the desired <b>From</b> project and enter the amount to be transferred out. The amount should be entered as a positive amount and cannot exceed the available order balance.
<b>21</b>	Click on the <b>Transfer Amount</b> for the desired <b>To</b> project and enter the amount to be transferred in.
<b>22</b>	Enter a zero in the <b>Transfer Amount</b> for any project(s) that does not have an amount to be transferred.
<b>23</b>	When finished, click on the <b>Approve</b> button at the bottom of the screen. <b>NOTE:</b> Upon approval the user may receive the following warning: "Successfully approved, message: Employee to be notified is not set up on RADG002." This means that no employee has been entered in the Notify Employee field on the RADG002 for system notification when a change is made to the unfilled customer order. Click on OK to continue.

**Note:** *If the unapproved transaction needs to be deleted, the user should click in the Control Block and use the red X icon in the toolbar to delete the record.*

### **Advance Fund Codes:**

1. **Finance** verifies that the reimbursable agreement covers both fund code fiscal years.
2. **Finance** verifies that an unfilled customer order already exists for both fund code fiscal years.
3. **Finance** follows these steps to complete the RADG009 screen to transfer the unfilled customer order and advance amounts:

<i>Step</i>	<i>Action</i>
<b>1</b>	Select the <b>Manual Balance Transfer Screen (RADG009)</b> from the <i>Navigator Menu</i> .
<b>2</b>	Click in the <b>Bureau Code</b> field and enter the bureau code, or double click for the LOV and select the appropriate bureau code.
<b>3</b>	Click in the <b>Fund Code</b> field and enter the fund code, or double click for the LOV and select the appropriate fund code.
<b>4</b>	Click in the <b>Customer No</b> field and enter the customer number, or double click for the LOV and select the appropriate customer number.
<b>5</b>	Click in the <b>GL End Date</b> field and enter the GL end date, or double click for the LOV and select the appropriate GL end date.
<b>6</b>	Click in the <b>Order Transfer Amount</b> field and enter the dollar amount to be transferred. Always enter the dollar amount as a positive number.
<b>7</b>	Click in the <b>Advance Transfer Amount</b> field and enter the dollar amount to be transferred. The system does not require the order transfer and advance transfer amounts to be equal.
<b>8</b>	The <b>Transfer Type</b> field is system filled with MANUAL upon entering the screen.
<b>9</b>	The <b>Carryover Batch No</b> field is not available for use with manual transfers.
<b>10</b>	Click on the <b>Document Tab</b> .
<b>11</b>	Click in the <b>RA No From</b> field and enter the reimbursable agreement, or double click for the LOV and select the appropriate reimbursable agreement number.
<b>12</b>	Click in the <b>Mod No From</b> field and enter the latest modification number for the reimbursable agreement entered above, or double click for the LOV and select the appropriate modification number.
<b>13</b>	Click in the <b>Cust Order No From</b> field and enter the unfilled customer order number from which the funds are to be transferred, or double click for the LOV and select the appropriate unfilled customer order number.
<b>14</b>	After the unfilled customer order number is entered, the <b>FCFY</b> and <b>Customer Contact No From</b> fields are system filled with the data from the unfilled customer order and cannot be changed.
<b>15</b>	Click in the <b>RA No To</b> field and enter the same reimbursable agreement number used in the <b>FROM</b> field, or double click for the LOV and select the appropriate reimbursable agreement number.
<b>16</b>	Click in the <b>Mod No To</b> field and enter the latest modification number for the reimbursable agreement entered above, or double click for the LOV and select the appropriate modification number.
<b>17</b>	Click in the <b>Cust Order No To</b> field and enter the unfilled customer order number to which the funds are to be transferred, or double click for the LOV and select the appropriate unfilled customer order number.

<i>Step</i>	<i>Action</i>
<b>18</b>	After the unfilled customer order number is entered, the <b>FCFY</b> and <b>Customer Contact No To</b> fields are system filled with the data from the unfilled customer order and cannot be changed.
<b>19</b>	Click on the <b>Calculate</b> button. <i>(The amount of time required to execute this process will depend on the amount of system resources available at that time.)</i> After the process is complete, a Trans No is assigned to the record and the Order and Advance Tabs are available for selection.
<b>20</b>	Click on the <b>Order</b> tab. The system will display the project(s) on the selected unfilled customer orders and the corresponding balances (both From and To).
<b>21</b>	Click on the <b>Transfer Amount</b> field for the desired <b>From</b> project and enter the amount to be transferred out. The amount should be entered as a positive amount and cannot exceed the available order balance.
<b>22</b>	Click on the <b>Transfer Amount</b> for the desired <b>To</b> project and enter the amount to be transferred in.
<b>23</b>	Enter a zero in the <b>Transfer Amount</b> for any project(s) that does not have an amount to be transferred.
<b>24</b>	Click on the <b>Advance</b> tab. The system will display the project(s) on the selected unfilled customer orders and the available balance on the From project(s).
<b>25</b>	Click on the <b>Transfer Amount</b> field for the desired <b>From</b> project and enter the amount to be transferred out. The amount should be entered as a positive amount and cannot exceed the available advance balance.
<b>26</b>	Click on the <b>Transfer Amount</b> for the desired <b>To</b> project and enter the amount to be transferred in.
<b>27</b>	Enter a zero in the <b>Transfer Amount</b> for any project(s) that does not have an amount to be transferred.
<b>28</b>	When finished, click on the <b>Approve</b> button at the bottom of the screen. <b>NOTE:</b> Upon approval the user may receive the following warning: "Successfully approved, message: Employee to be notified is not set up on RADG002." This means that no employee has been entered in the Notify Employee field on the RADG002 for system notification when a change is made to the unfilled customer order. Click on OK to continue.

### **Transferring Available Balances Between Two Agreements with the Same Customer**

Sometimes the work on a reimbursable agreement is completed but there is some funding authority and/or advance remaining on the agreement. The customer may direct NOAA to transfer the remaining order balance to another agreement the customer has with NOAA and, in cases of an advance, to also transfer the remaining advance balance to that same agreement. The RADG009 allows the Finance Office user to complete all of the necessary transactions through one screen.

#### **Non-Advance Fund Codes:**

1. Upon receipt of the customer document(s) authorizing the transfer of funds, the **Line Office** increases the funding on the RADG002 for the reimbursable agreement to which the funds are being transferred. The **Line Office** submits the appropriate paperwork to the Finance Office.

2. The **Finance Office** follows these steps to record the transfer between the two reimbursable agreements and unfilled customer orders:

<i>Step</i>	<i>Action</i>
<b>1</b>	Select the <b>Manual Balance Transfer Screen (RADG009)</b> from the <i>Navigator Menu</i> .
<b>2</b>	Click in the <b>Bureau Code</b> field and enter the bureau code, or double click for the LOV and select the appropriate bureau code.
<b>3</b>	Click in the <b>Fund Code</b> field and enter the fund code, or double click for the LOV and select the appropriate fund code.
<b>4</b>	Click in the <b>Customer No</b> field and enter the customer number, or double click for the LOV and select the appropriate customer number.
<b>5</b>	Click in the <b>GL End Date</b> field and enter the GL end date, or double click for the LOV and select the appropriate GL end date.
<b>6</b>	Click in the <b>Order Transfer Amount</b> field and enter the dollar amount to be transferred. Always enter the dollar amount as a positive number.
<b>7</b>	Do not enter an amount in the <b>Advance Transfer Amount</b> field for non-advance funds.
<b>8</b>	The <b>Transfer Type</b> field is system filled with MANUAL upon entering the screen.
<b>9</b>	The <b>Carryover Batch No</b> field is not available for use with manual transfers.
<b>10</b>	Click on the <b>Document Tab</b> .
<b>11</b>	Click in the <b>RA No From</b> field and enter the reimbursable agreement from which the funds are being transferred, or double click for the LOV and select the appropriate reimbursable agreement number.
<b>12</b>	Click in the <b>Mod No From</b> field and enter the latest modification number for the reimbursable agreement entered above, or double click for the LOV and select the appropriate modification number.
<b>13</b>	Click in the <b>Cust Order No From</b> field and enter the unfilled customer order number from which the funds are to be transferred, or double click for the LOV and select the appropriate unfilled customer order number.
<b>14</b>	After the unfilled customer order number is entered, the <b>FCFY</b> and <b>Customer Contact No From</b> fields are system filled with the data from the unfilled customer order and cannot be changed.
<b>15</b>	Click in the <b>RA No To</b> field and enter the reimbursable agreement number to which the funds are to be transferred, or double click for the LOV and select the appropriate reimbursable agreement number.
<b>16</b>	Click in the <b>Mod No To</b> field and enter the latest modification number for the reimbursable agreement entered above, or double click for the LOV and select the appropriate modification number.
<b>17</b>	Click in the <b>Cust Order No To</b> field and enter the unfilled customer order number to which the funds are to be transferred, or double click for the LOV and select the appropriate unfilled customer order number.
<b>18</b>	After the unfilled customer order number is entered, the <b>FCFY</b> and <b>Customer Contact No To</b> fields are system filled with the data from the unfilled customer order and cannot be changed.
<b>19</b>	Click on the <b>Calculate</b> button. ( <i>The amount of time required to execute this process will depend on the amount of system resources available at that time.</i> ) After the process is complete, a Trans No is assigned to the record and the Order Tab is available for selection.
<b>20</b>	Click on the <b>Order</b> tab. The system will display the project(s) on the selected unfilled customer orders and the corresponding balances (both From and To).

<i>Step</i>	<i>Action</i>
<b>21</b>	Click on the <b>Transfer Amount</b> field for the desired <b>From</b> project and enter the amount to be transferred out. The amount should be entered as a positive amount and cannot exceed the available order balance.
<b>22</b>	Click on the <b>Transfer Amount</b> for the desired <b>To</b> project and enter the amount to be transferred to the project.
<b>23</b>	Enter a zero in the <b>Transfer Amount</b> for any project(s) that does not have an amount to be transferred.
<b>24</b>	If a new project is to be added to the Transfer To unfilled customer order, highlight the next available line, and enter the amount to be transferred to the project in the <b>Transfer Amount</b> field.
<b>25</b>	To enter the project code, click on the <b>ACCS</b> button. Complete the AR ACCS Code Entry Screen (AR090). Enter object class <b>03-02-00-00</b> . Click on <b>OK</b> button to save the new project information.
<b>26</b>	When finished, click on the <b>Approve</b> button at the bottom of the screen. <b>NOTE:</b> Upon approval the user may receive the following warning: "Successfully approved, message: Employee to be notified is not set up on RADG002." This means that no employee has been entered in the Notify Employee field on the RADG002 for system notification when a change is made to the unfilled customer order. Click on OK to continue.

3. After the transfer is complete, the **Finance Office** notifies the Line Office that the modification to reduce the amount of the reimbursable agreement from which the funds are transferred should be entered in the system.

### **Advance Fund Codes:**

1. Upon receipt of the customer document(s) authorizing the transfer of funds between the agreements, the **Line Office** increases the funding on the RADG002 for the reimbursable agreement to which the funds are being transferred. The **Line Office** submits the appropriate paperwork to the Finance Office.
2. The **Finance Office** follows these steps to record the transfer between the unfilled customer orders on the two reimbursable agreements and to transfer the corresponding advance amount:

<i>Step</i>	<i>Action</i>
<b>1</b>	Select the <b>Manual Balance Transfer Screen (RADG009)</b> from the <i>Navigator Menu</i> .
<b>2</b>	Click in the <b>Bureau Code</b> field and enter the bureau code, or double click for the LOV and select the appropriate bureau code.
<b>3</b>	Click in the <b>Fund Code</b> field and enter the fund code, or double click for the LOV and select the appropriate fund code.
<b>4</b>	Click in the <b>Customer No</b> field and enter the customer number, or double click for the LOV and select the appropriate customer number.
<b>5</b>	Click in the <b>GL End Date</b> field and enter the GL end date, or double click for the LOV and select the appropriate GL end date.
<b>6</b>	Click in the <b>Order Transfer Amount</b> field and enter the dollar amount to be transferred. Always enter the dollar amount as a positive number.

<i>Step</i>	<i>Action</i>
<b>7</b>	Click in the <b>Advance Transfer Amount</b> field and enter the dollar amount to be transferred. Always enter the dollar amount as a positive number.
<b>8</b>	The <b>Transfer Type</b> field is system filled with MANUAL upon entering the screen.
<b>9</b>	The <b>Carryover Batch No</b> field is not available for use with manual transfers.
<b>10</b>	Click on the <b>Document Tab</b> .
<b>11</b>	Click in the <b>RA No From</b> field and enter the reimbursable agreement from which the funds are being transferred, or double click for the LOV and select the appropriate reimbursable agreement number.
<b>12</b>	Click in the <b>Mod No From</b> field and enter the latest modification number for the reimbursable agreement entered above, or double click for the LOV and select the appropriate modification number.
<b>13</b>	Click in the <b>Cust Order No From</b> field and enter the unfilled customer order number from which the funds are to be transferred, or double click for the LOV and select the appropriate unfilled customer order number.
<b>14</b>	After the unfilled customer order number is entered, the <b>FCFY</b> and <b>Customer Contact No From</b> fields are system filled with the data from the unfilled customer order and cannot be changed.
<b>15</b>	Click in the <b>RA No To</b> field and enter the reimbursable agreement number to which the funds are to be transferred, or double click for the LOV and select the appropriate reimbursable agreement number.
<b>16</b>	Click in the <b>Mod No To</b> field and enter the latest modification number for the reimbursable agreement entered above, or double click for the LOV and select the appropriate modification number.
<b>17</b>	Click in the <b>Cust Order No To</b> field and enter the unfilled customer order number to which the funds are to be transferred, or double click for the LOV and select the appropriate unfilled customer order number.
<b>18</b>	After the unfilled customer order number is entered, the <b>FCFY</b> and <b>Customer Contact No To</b> fields are system filled with the data from the unfilled customer order and cannot be changed.
<b>19</b>	Click on the <b>Calculate</b> button. <i>(The amount of time required to execute this process will depend on the amount of system resources available at that time.)</i> After the process is complete, a Trans No is assigned to the record and the Order and Advance Tabs are available for selection.
<b>20</b>	Click on the <b>Order</b> tab. The system will display the project(s) on the selected unfilled customer orders and the corresponding balances (both From and To).
<b>21</b>	Click on the <b>Transfer Amount</b> field for the desired <b>From</b> project and enter the amount to be transferred out. The amount should be entered as a positive amount and cannot exceed the available order balance.
<b>22</b>	Click on the <b>Transfer Amount</b> for the desired <b>To</b> project and enter the amount to be transferred to the project.
<b>23</b>	Enter a zero in the <b>Transfer Amount</b> for any project(s) that does not have an amount to be transferred.
<b>24</b>	If a new project is to be added to the Transfer To unfilled customer order, highlight the next available line and enter the amount in the <b>Transfer Amount</b> field.
<b>25</b>	To enter the project code, click on the <b>ACCS</b> button. Complete the AR ACCS Code Entry Screen (AR090). Enter object class <b>03-02-00-00</b> . Click on <b>OK</b> button to save the new project information.

<i>Step</i>	<i>Action</i>
<b>26</b>	Click on the <b>Advance</b> tab. The system will display the project(s) from the selected unfilled customer orders and the available balance on the From project(s). If a new project was entered in the Transfer To section of the Order tab, it will also appear in the Transfer To section of the Advance tab.
<b>27</b>	Click on the <b>Transfer Amount</b> field for the desired <b>From</b> project and enter the amount to be transferred out. The amount should be entered as a positive amount and cannot exceed the available advance balance for that project.
<b>28</b>	Click on the <b>Transfer Amount</b> for the desired <b>To</b> project and enter the amount to be transferred to the project.
<b>29</b>	Enter a zero in the <b>Transfer Amount</b> for any project(s) that does not have an amount to be transferred.
<b>30</b>	When finished, click on the <b>Approve</b> button at the bottom of the screen. <b>NOTE:</b> Upon approval the user may receive the following warning: "Successfully approved, message: Employee to be notified is not set up on RADG002." This means that no employee has been entered in the Notify Employee field on the RADG002 for system notification when a change is made to the unfilled customer order. Click on OK to continue.

- After the transfer is completed, the **Finance Office** notifies the **Line Office** that the modification to reduce the amount of the reimbursable agreement from which the funds are transferred should be entered in the system.

### **Transferring Available Balances Between two LOs/Projects on the Same Agreement**

When a reimbursable agreement is accepted by an organization, the unfilled customer order is established using the LO and project(s) as directed by the accepting organization. Sometimes it may be determined that an additional LO and/or project may need to share in the work or that, in the case of multiple projects, the funding allocation needs to be adjusted. The manual transfer functionality on the RADG009 can be used to minimize the manual steps that would be required to transfer the order authority and the advance amounts.

#### **Non-Advance Funds Codes:**

- The **Line Office** notifies the Finance Office of the amount to be transferred between line offices and/or projects.
- The **Finance Office** initiates the changes through the RADG009 by executing the following steps:

<i>Step</i>	<i>Action</i>
<b>1</b>	Select the <b>Manual Balance Transfer Screen (RADG009)</b> from the <i>Navigator Menu</i> .
<b>2</b>	Click in the <b>Bureau Code</b> field and enter the bureau code, or double click for the LOV and select the appropriate bureau code.
<b>3</b>	Click in the <b>Fund Code</b> field and enter the fund code, or double click for the LOV and select the appropriate fund code.



<i>Step</i>	<i>Action</i>
<b>4</b>	Click in the <b><i>Customer No</i></b> field and enter the customer number, or double click for the LOV and select the appropriate customer number.
<b>5</b>	Click in the <b><i>GL End Date</i></b> field and enter the GL end date, or double click for the LOV and select the appropriate GL end date.
<b>6</b>	Click in the <b><i>Order Transfer Amount</i></b> field and enter the dollar amount to be transferred. Always enter the dollar amount as a positive number.
<b>7</b>	Do not enter an amount in the <b><i>Advance Transfer Amount</i></b> field for non-advance funds.
<b>8</b>	The <b><i>Transfer Type</i></b> field is system filled with MANUAL upon entering the screen.
<b>9</b>	The <b><i>Carryover Batch No</i></b> field is not available for use with manual transfers.
<b>10</b>	Click on the <b>Document Tab</b> .
<b>11</b>	Click in the <b><i>RA No From</i></b> field and enter the reimbursable agreement from which the funds are being transferred, or double click for the LOV and select the appropriate reimbursable agreement number.
<b>12</b>	Click in the <b><i>Mod No From</i></b> field and enter the latest modification number for the reimbursable agreement entered above, or double click for the LOV and select the appropriate modification number.
<b>13</b>	Click in the <b><i>Cust Order No From</i></b> field and enter the unfilled customer order number from which the funds are to be transferred, or double click for the LOV and select the appropriate unfilled customer order number.
<b>14</b>	After the unfilled customer order number is entered, the <b><i>FCFY</i></b> and <b><i>Customer Contact No From</i></b> fields are system filled with the data from the unfilled customer order and cannot be changed.
<b>15</b>	Click in the <b><i>RA No To</i></b> field and enter the reimbursable agreement number used in the <b>From</b> section, or double click for the LOV and select the appropriate reimbursable agreement number.
<b>16</b>	Click in the <b><i>Mod No To</i></b> field and enter the latest modification number for the reimbursable agreement entered above, or double click for the LOV and select the appropriate modification number.
<b>17</b>	Click in the <b><i>Cust Order No To</i></b> field and enter the unfilled customer order number used in the <b>From</b> section, or double click for the LOV and select the appropriate unfilled customer order number.
<b>18</b>	After the unfilled customer order number is entered, the <b><i>FCFY</i></b> and <b><i>Customer Contact No To</i></b> fields are system filled with the data from the unfilled customer order and cannot be changed.
<b>19</b>	Click on the <b>Calculate</b> button. <i>(The amount of time required to execute this process will depend on the amount of system resources available at that time.)</i> After the process is complete, a Trans No is assigned to the record and the Order Tab is available for selection.
<b>20</b>	Click on the <b>Order</b> tab. The system will display the project(s) on the selected unfilled customer orders and the corresponding balances (both From and To).
<b>21</b>	Click on the <b><i>Transfer Amount</i></b> field for the desired <b>From</b> project and enter the amount to be transferred out. The amount should be entered as a positive amount and cannot exceed the available order balance.
<b>22</b>	Enter a zero in the <b><i>Transfer Amount</i></b> for any project(s) that does not have an amount to be transferred.
<b>23</b>	To add the new project or line office, highlight the next available line in the <b>To</b> section, and enter the amount to be transferred to the project in the <b><i>Transfer Amount</i></b> field.

<i>Step</i>	<i>Action</i>
<b>24</b>	To enter the project code, click on the <b>ACCS</b> button. Complete the AR ACCS Code Entry Screen (AR090). Enter object class <b>03-02-00-00</b> . Click on <b>OK</b> button to save the new project information.
<b>25</b>	When finished, click on the <b>Approve</b> button at the bottom of the screen. <b>NOTE:</b> Upon approval the user may receive the following warning: “Successfully approved, message: Employee to be notified is not set up on RADG002.” This means that no employee has been entered in the Notify Employee field on the RADG002 for system notification when a change is made to the unfilled customer order. Click on OK to continue.

3. The **Finance Office** notifies the Line Office when the transfer has been completed.

### **Advance Fund Codes:**

1. The **Line Office** notifies the Finance Office of the amount to be transferred between line offices and/or projects.
2. The **Finance Office** initiates the changes through the RADG009 by executing the following steps:

<i>Step</i>	<i>Action</i>
<b>1</b>	Select the <b>Manual Balance Transfer Screen (RADG009)</b> from the <i>Navigator Menu</i> .
<b>2</b>	Click in the <b>Bureau Code</b> field and enter the bureau code, or double click for the LOV and select the appropriate bureau code.
<b>3</b>	Click in the <b>Fund Code</b> field and enter the fund code, or double click for the LOV and select the appropriate fund code.
<b>4</b>	Click in the <b>Customer No</b> field and enter the customer number, or double click for the LOV and select the appropriate customer number.
<b>5</b>	Click in the <b>GL End Date</b> field and enter the GL end date, or double click for the LOV and select the appropriate GL end date.
<b>6</b>	Click in the <b>Order Transfer Amount</b> field and enter the dollar amount to be transferred. Always enter the dollar amount as a positive number.
<b>7</b>	Click in the <b>Advance Transfer Amount</b> field and enter the dollar amount to be transferred. Always enter the dollar amount as a positive number.
<b>8</b>	The <b>Transfer Type</b> field is system filled with MANUAL upon entering the screen.
<b>9</b>	The <b>Carryover Batch No</b> field is not available for use with manual transfers.
<b>10</b>	Click on the <b>Document Tab</b> .
<b>11</b>	Click in the <b>RA No From</b> field and enter the reimbursable agreement from which the funds are being transferred, or double click for the LOV and select the appropriate reimbursable agreement number.
<b>12</b>	Click in the <b>Mod No From</b> field and enter the latest modification number for the reimbursable agreement entered above, or double click for the LOV and select the appropriate modification number.
<b>13</b>	Click in the <b>Cust Order No From</b> field and enter the unfilled customer order number from which the funds are to be transferred, or double click for the LOV and select the appropriate unfilled customer order number.

<i>Step</i>	<i>Action</i>
<b>14</b>	After the unfilled customer order number is entered, the <b>FCFY</b> and <b>Customer Contact No From</b> fields are system filled with the data from the unfilled customer order and cannot be changed.
<b>15</b>	Click in the <b>RA No To</b> field and enter the reimbursable agreement used in the <b>From</b> section, or double click for the LOV and select the appropriate reimbursable agreement number.
<b>16</b>	Click in the <b>Mod No To</b> field and enter the latest modification number for the reimbursable agreement entered above, or double click for the LOV and select the appropriate modification number.
<b>17</b>	Click in the <b>Cust Order No To</b> field and enter the unfilled customer order number used in the <b>From</b> section, or double click for the LOV and select the appropriate unfilled customer order number.
<b>18</b>	After the unfilled customer order number is entered, the <b>FCFY</b> and <b>Customer Contact No To</b> fields are system filled with the data from the unfilled customer order and cannot be changed.
<b>19</b>	Click on the <b>Calculate</b> button. <i>(The amount of time required to execute this process will depend on the amount of system resources available at that time.)</i> After the process is complete, a Trans No is assigned to the record and the Order and Advance Tabs are available for selection.
<b>20</b>	Click on the <b>Order</b> tab. The system will display the project(s) on the selected unfilled customer orders and the corresponding balances (both From and To).
<b>21</b>	Click on the <b>Transfer Amount</b> field for the desired <b>From</b> project and enter the amount to be transferred out. The amount should be entered as a positive amount and cannot exceed the available order balance.
<b>22</b>	Click on the <b>Transfer Amount</b> for the desired <b>To</b> project and enter the amount to be transferred to the project.
<b>23</b>	Enter a zero in the <b>Transfer Amount</b> for any project(s) that does not have an amount to be transferred.
<b>24</b>	If a new project is to be added to the Transfer To unfilled customer order, highlight the next available line and enter the amount in the <b>Transfer Amount</b> field.
<b>25</b>	To enter the project code, click on the <b>ACCS</b> button. Complete the AR ACCS Code Entry Screen (AR090). Enter object class <b>03-02-00-00</b> . Click on <b>OK</b> button to save the new project information.
<b>26</b>	Click on the <b>Advance</b> tab. The system will display the project(s) from the selected unfilled customer orders and the available balance on the From project(s). If a new project was entered in the Transfer To section of the Order tab, it will also appear in the Transfer To section of the Advance tab.
<b>27</b>	Click on the <b>Transfer Amount</b> field for the desired <b>From</b> project and enter the amount to be transferred out. The amount should be entered as a positive amount and cannot exceed the available advance balance for that project.
<b>28</b>	Click on the <b>Transfer Amount</b> for the desired <b>To</b> project and enter the amount to be transferred in.
<b>29</b>	Enter a zero in the <b>Transfer Amount</b> for any project(s) that does not have an amount to be transferred.
<b>30</b>	When finished, click on the <b>Approve</b> button at the bottom of the screen. <b>NOTE:</b> Upon approval the user may receive the following warning: "Successfully approved, message: Employee to be notified is not set up on RADG002." This means that no employee has been entered in the Notify Employee field on the RADG002 for

<i>Step</i>	<i>Action</i>
	system notification when a change is made to the unfilled customer order. Click on OK to continue.

3. The **Finance Office** notifies the Line Office when transfer has been completed.

### **Overall Business Rules and System Edits**

- The Line Office remains responsible for determining the validity of all charges against the reimbursable agreement, obtaining any necessary reimbursable agreement modifications or legal clearances, and entering any modifications to the reimbursable agreements on RADG002.
- This screen cannot be used to transfer amounts between fund codes.
- Transfers must be made between existing unfilled customer orders.
- This screen cannot be used to transfer amounts between the unfilled customer orders for reimbursable sales/fixed fee projects.
- Transfers in an advance fund must have an order **and** advance transfer amount.
- Transfers in a non-advance fund only have an order transfer amount.
- All dollars amounts are entered as positive numbers.
- A new ACCS can only be created in the Transfer To section of the Order tab. It is automatically added in the Transfer To section of the Advance tab.
- Once the order and/or advance balances have been calculated, the user cannot exit from the record until it is approved or deleted. To delete, click in the Control Block and use the red X icon in the toolbar to delete the record.
- For advance transfers, existing AR edits are applied against the receivable when the RADG009 is approved.
- When approving a record, the user may receive the following warning message: "Successfully approved, message: Employee to be notified is not set up on RADG002." This simply means that no employee has been entered in the Notify Employee field on the RADG002 for notification when a change is made to the unfilled customer order.